

ODP Sen

11 March 1981

MEMORANDUM FOR: Deputy Director for Applications
Deputy Director for Processing
Chief, Management Staff

FROM:
Executive Officer, ODP

SUBJECT: CIA Office of the Future Initiatives

As part of National Secretaries Week, the Federal Women's Program plans to have a program in the Headquarters Auditorium on 29 April around the theme of "Office of the Future." The DDA (among others) will be making a presentation as part of the program and has asked several sources for ideas on topics about what CIA is doing or plans to do in the area of office automation. Since this program falls in the area of BEO, Mr. Johnson has asked me to collect ODP's input for Mr. Hugel. Please designate a point of contact whom I can work with in your area to put together our input by 13 April.



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